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2 September 1952

MEMORANDUM FOR: Chiefs of Senior Staffs and Area Divisions, DD/P

SUBJECT: Administrative Support Procedures

1. The primary responsibility for providing the administrative support required for DD/P activities has been vested in the administrative offices under the Deputy Director (Administration), the Assistant Director for Communications, and the Director of Training. The Chief of Administration, DD/P, has been charged with ensuring that adequate support is provided by those activities.

2. There will be initially in the office of the Chief of Administration, DD/P (CAO/DDP), a reports unit, a central housekeeping unit, a publications unit, and a small senior liaison group. The liaison group will assist CAO/DDP in the coordination of all administrative support matters. There will be no functional staffs in CAO/DDP parallel to those of the central Agency support activities.

3. Senior staffs and area divisions are authorized direct liaison with all Agency support activities to obtain:

   a. Planning service and technical advice and guidance in support of operational plans and requirements; e.g., preparing appropriate support plans, maintaining and providing logistical data, assisting in budget preparation, maintaining Tables of Equipment for official stations, providing personnel data, etc.

   b. Action in administrative cases where prior approval of and/or coordination with higher authority has been obtained or is not required by law or regulations.

4. Each of the Agency support offices involved will establish single contact points within their offices through which appropriate and expeditious action can be obtained, and so inform you. High level contact points for the secure handling of especially sensitive matters will also be established. It is requested that similar contact points be established in your staffs and divisions for contact from and liaison with the central support offices, and that those offices be constantly advised of currently designated contacts for this purpose, through CAO/DDP.

5. All matters involving changes in administrative policy and all actions requiring approval above the division level which involve administrative support should be referred through the appropriate senior DD/P operational staff echelon to the Chief of Administration before final action is taken. Senior DD/P operational staffs should consult the Chief of Administration on matters initiated by their staffs which involve administrative support and require approval of higher authority before action can be taken.

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6. Senior DD/P operational staffs will be provided with small administrative units to handle internal staff administrative matters, to assist their chiefs in discharging their responsibilities for career management and monitoring of certain budget matters, and to provide any necessary direct liaison with central Agency support activities.

7. All cases involving apparent inability or failure on the part of an Agency support office to provide support required by any activity of DD/P should be immediately reported to the Chief of Administration. All DD/P activities should call on the Chief of Administration at any time for any advice and assistance which they may consider desirable.

8. This memo has been prepared to provide broad general guidance for the initiation of appropriate administrative channels during the initial period of DD/P Office reorganization. More detailed procedures will be established and published later.

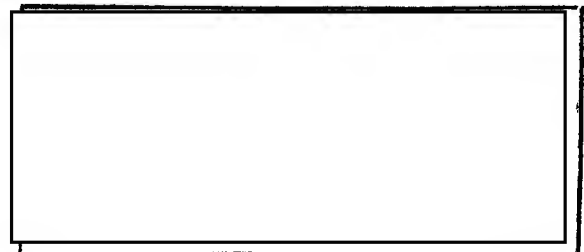BY DIRECTION OF THE DEPUTY DIRECTOR (PLANS):

Chief of Administration, DD/P

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1 - DD/P
1 - COP
1 - ES/DDP
1 - Each Chief of Senior Staff
1 - Each Senior Staff Admin. Officer
1 - Each Division Chief
2 - Each Division Admin. Officer
2 - DD/A
2 - Each Central Admin. Office
1 - AD/Communications
1 - Director of Training

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